



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Transportation and Public Facilities

CENTRAL REGION
Division of Design & Construction
Contracts Section

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November 28, 2018

RE: ADDENDUM NO. 2 TO REQUEST
FOR PROPOSALS (RFP)
PACKAGE

Muldoon Road: Debarr Rd to E 36th
Ave Pavement Preservation Design
Services
RFP: 25192031

FAX TO: All RFP recipients on record.

The RFP Package is hereby clarified or changed as follows:

1. Submittal deadline is changed to January 7, 2019.
2. Reference Request for Proposal Package, Part C, Evaluation Criteria, Page 1, remove and replace with Attachment 1.
3. Reference Request for Proposal Package, Proposed Statement of Services, Appendix B, Pages 1, 6 (eliminates duplicative language in B7.2-B7.4), and 13, remove and replace with Attachment 2.
4. Reference Request for Proposal Package, Proposed Statement of Services, Appendix B, Exhibit B-2, Project Schedule, remove and replace with Attachment 3.

All other terms and conditions remain the same.

END OF ADDENDUM

We appreciate your participation in this solicitation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kathleen Bridenbaugh".

Kathleen A. Bridenbaugh
PSA Unit Supervisor

EVALUATION CRITERIA

Criteria with a weight of zero are not applicable and should be disregarded. If a weight is not indicated for any criterion, telephone the Agency Contact person identified at the top of page 1 of Part A - RFP.

SECTION I - TECHNICAL PROPOSAL

1. Objectives and Services

1. Weight: 10

Response must **demonstrate your comprehension of the objectives and services** for the proposed contract. Do not merely duplicate the Statement of Services provided with this RFP. Also, consider if Statement of Services is sufficiently explicit; are expressed or implied schedules attainable/economically feasible; etcetera? Explain. **Define any assumptions made** in formulating Criteria Response. If design services for a construction project are included, express any opinions regarding alternative design considerations that could impact construction costs.

2. Methods

2. Weight: 15

Response must outline the methods for accomplishing the proposed contract or, if methodology is contained in the proposed Statement of Services, address its adequacy. Describe what, when, where, how, and in what sequence the work will be done. Address how proximity to the Project site, *particular* geographic familiarity, experience, and capabilities of your firms (Offeror and Proposed Subcontractors) and Project Staff might *specifically* contribute to the proposed methods. Identify the amount and type of work to be performed by any Subcontractors. Consider how each task may be carried out; what services or interaction required from/with the Contracting Agency; etcetera. Suggest alternatives, if appropriate. Identify any **distinct and substantive qualifications** for undertaking the proposed contract such as the availability of specialized equipment or unique approaches or concepts **relevant to the required services** which the firms may use.

3. Management

3. Weight: 10

Response must describe the administrative and operational structures that will be used for performing the proposed contract. For example consider: who will have overall responsibility for the contract? Who will have direct responsibility for specific disciplines? What will the lines of authority be? For any individual who would be in "responsible-charge" (reference AS 08.48) as an Architect, Engineer, Land Surveyor or Landscape Architect, so state and list his/her Alaska professional registration number. A graphic depiction is preferred in your response to this criterion. Additionally, the Contracting Agency may want to inspect work products in progress and have a close ongoing working relationship with your Project Staff. Accordingly, your response should also identify where the various contract services will be performed, *in proximity to the Contracting Agency's office* and how communications will be maintained between your Project Staff, the Contracting Agency, and (as applicable) any other government agencies or the public.

4. Proposed Project Staff

4. Weight: 25

Response must name the individuals to perform the following **FUNCTIONS** plus any other professional/technical functions you deem essential to perform the services (also see Criterion 8):

1. Contract Management (contract compliance)
2. Project Management (single point-of-contact directly engaged in contract performance)
3. Civil Engineering*
4. Environmental Support Services
5. Public Involvement
6. Utilities

*All personnel acting in responsible charge for all Architectural, Engineering, Land Surveying, and Landscape Architecture functions require an Alaska Registration and must be identified in your proposal.

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PROPOSED STATEMENT OF SERVICES APPENDIX B

RFP No.:	25192031
IRIS Program No:	CFHWY00406
Federal Project No.:	0544022
Date Prepared:	11/14/2018

Muldoon Road – Debarr Road to E 36th Avenue Pavement Preservation Design Services

ARTICLE B1 INDEX OF ARTICLES

Article	Groups	Task #		Subject
B2				Exhibits
B3				Codes, Regulations, Standards and Procedures
B4				Administrative Requirements
B5				Management
B6				Project Location and Description
B7				Summary of Contract Services
B8	A	1	EXC	Reconnaissance Engineering Study
B9	A	2		Environmental Activities
B10	A	3	EXC	Reserved
B11	A	4	NIC	Surveying
B12	A	5	NIC	Right of Way Mapping
B13	A	6	NIC	Geotechnical Investigation/Recommendations
B14	A	7	NIC	Hydrologic and Hydraulic Design
B15	A	8	NIC	Electrical Design
B16	A	9	EXC	Traffic and Safety Analysis
B17	A	10		Structural Design
B18	A	11	EXC	Foundation Design
B19	A	12		Design Study Report
B20	A	13		Public Involvement
B21	A	14	EXC	Reserved
B22	A	15		Erosion and Sediment Control Plan
B23	A	16		Plans, Specifications and Engineer's Estimate
B24	A	17	EXC	Reserved
B25	A	18		Utilities Coordination / Utilities Agreements (NIC)
B26		19	EXC	Right of Way Appraisal and Acquisition Services
B27	B	20		Assistance During Bidding
B28	A	21		Assistance with Design Project Closeout
B29	C	22		Assistance During Construction

Do no work and incur no expense on any task until you have received a Notice to Proceed from the Contracting Agency that includes that task.

The Contracting Agency gives no guarantee that Notice to Proceed will be given for any task.

NIC is abbreviation for Not in Contract. The Contracting Agency reserves the right to add (NIC) tasks by amendment. However, it is under no obligation to do so, and reserves the right to complete the services by any other means, including the use of in-house forces.

EXC is abbreviation for Excluded from Contract. No task marked EXC will be included in the Contract.

ARTICLE B2
EXHIBITS

B2.1 Exhibits List. Following is a list of the Exhibits included in this Appendix B. The Exhibits follow the last Article in the Appendix.

<u>Exhibits</u>	<u>Subject</u>
B-1	Project Location Map(s)
B-2	Project Schedule
B-3	Highway Design Standards and Guidelines
B-4	Informational Websites
B-5	General Requirements for Surveying and Mapping Services
B-6	Sample Monthly Progress Report
B-7	Public Notice Language

ARTICLE B3
CODES, REGULATIONS, STANDARDS AND PROCEDURES

B3.1 All studies, reports and design services shall be performed in accordance with applicable codes, regulations and standards; professional practice procedures; commonly recognized construction methods; and the DOT&PF's policies, procedures and practices, including those shown in Exhibits B-3, B-4 and B-5. The Contractor shall consider the geographical location of the project as well as other environmental and site specific constraints when performing services for this project.

B3.2 Publications that contain the current highway design standards and guidelines are listed in Exhibit B-3. During the period of this agreement the listed documents may be added to, deleted or revised.

B3.3 English units of measurement shall be used throughout development of the project.

ARTICLE B4
ADMINISTRATIVE REQUIREMENTS

B4.1 General. The Contractor shall provide services as identified and authorized by sequentially numbered Notices-to-Proceed.

B4.2 Project Staff. All services must be performed by or under the direct supervision of the following individuals (replacement of, or addition to, the Project Staff named below shall be accomplished only by prior written approval from the Contracting Agency):

<u>Name</u>	<u>Project Responsibilities</u>
	Contract Management
	Project Management
	Civil Engineering
	Environmental Support Services
	Public Involvement
	Utilities Coordination

B4.3 Professional Registration. All reports, plans, specification, estimates and similar work products provided by the Contractor shall be prepared by or under the supervision of an Engineer or Land Surveyor currently registered in Alaska. These Engineers or Land Surveyors sign, seal and certify as to the accuracy of each final work product for which they are responsible.

B4.4 Billing Reports. The Contractor shall provide a two-page (typical) report with each monthly billing for months in which services are performed. Billings will be submitted no later than the 15th of each month. Any delayed costs from previous billing periods that are included in the current billing must be clearly explained in the report.

B4.5 Correspondence. All correspondence prepared by the Contractor shall bear the Contracting Agency's assigned Project name and numbers (State & Federal).

PS&E Review Submittal	B23.7.3	2	1
PS&E Review Initial Comment Responses	B23.7.3.1	20	1
Certification Submittal	B23.7.4	4	1
Advertisement Package	B23.7.5	2	1

ARTICLE B24

RESERVED

Task 17

(EXC)

ARTICLE B25

UTILITIES COORDINATION / UTILITIES AGREEMENTS (NIC)

Task 18

B25.1 General. The Contractor shall support the Contracting Agency's efforts to prepare any Utility Relocation Agreements that may be required for the project. All formal correspondence, including utility redline requests and agreements, shall be routed through the Contracting Agency for formatting, signature and transmittal.

B25.2 The following information shall be included:

- a. Plan Sheets.
- b. Cross Sections.

B25.2.1 Plan Sheets. The Plan Sheets shall be on 11-inch x 17-inch paper and shall include the existing utilities; proposed roadway and pathway improvements including slope limits; existing and proposed right of way limits; existing and proposed drainage features; and any structures affected by proposed construction. Existing utilities within the project limits shall be identified including their size and type. Existing utility locations shall be based on the following in order of preference: field topographic surveys, as-built drawings, and utility system maps.

B25.2.2 Cross-Sections. The cross sections shall be on 11-inch x 17-inch paper (unless 22" x 34" paper is specifically requested by the Contracting Agency's project manager) and shall include: the existing ground, the proposed finished ground, side slopes, and proposed right of way limits. To these cross sections the contractor shall add the existing overhead and underground utilities. If underground elevations of utilities are not available, the elevations shall be estimated as four feet within the roadway and ditch prism and three feet in all other locations. Cross sections shall be included in all locations where utility conflicts exist or utility relocations are proposed. A cross section shall be included at each pipe crossing. Side street profiles shall be indicated on the appropriate stations.

B25.3 Utility Relocation Agreements. (NIC) The purpose of the Utility Relocation Agreement is to provide for the relocation or adjustment of utility facilities in conflict with the proposed project. An Agreement may also be required to secure a utility provided service for the project. An Agreement is required to incorporate improvements requested by utilities into the construction contract. The Utility Relocation Agreements shall consist of:

- a. The Contracting Agency contract format for the appropriate agreement type.
- b. The billing format specific to the project.
- c. An estimate of cost, to be designated Exhibit A. The cost estimate shall separate federal participating and non-participating funds and indicate obligation of payment by utility companies or the Contracting Agency. The cost estimate shall include all utility relocations, constructed by the utilities or included in the PS&E package.
- d. A certificate of finding and project scope, to be designated Exhibit B.
- e. Utility design plans to be included in the PS&E package and project plans showing existing and proposed utilities, to be designated Exhibit C.
- f. Special provisions to be included in the PS&E specific to the utility relocation and coordination, to be designated Exhibit D.
- g. Utility plans not included in the PS&E package, to be designated Exhibit E.

B25.3.1 Coordination With Utilities. The Contractor shall conduct all coordination activities and provide all information required to secure approval of the Utility Relocation Agreements with the utilities. The Contractor shall not commit the Contracting Agency to any action without prior written approval of the Contract Manager. The Contractor shall be aware that until the utility is authorized to begin preliminary engineering design that any participation by the utility, except for supplying system as-builts, is voluntary.

EXHIBIT B-2
PROJECT SCHEDULE

<u>Milestones</u>	<u>Date</u>	<u>Deliverables</u>
Project Start.....	March 2019	Notice to Proceed
Plans-In-Hand Review	August 2019	Draft Plans, Specifications, and Estimate
PS&E Review	February 2020	Draft Plans, Specifications, and Estimate
ATA	May 2020	Final Plans, Specifications, and Estimate